

Completing the Proposal and Certificate of Records Destruction

Proposal and Certificate of Records Destruction DGS 550-9

Complete items 1-8 below before forwarding the proposal to the Maryland State Archivist for approval. The following steps are illustrated on Exhibit.

1. INSERT "Circuit Court" and the location of your court;
2. INSERT the name of your county and city;
3. LIST the date the form was prepared;
4. Leave the "No" space blank;
5. List the type of records you are requesting to destroy, Fiscal/Accounting, Administrative, Civil, Criminal, etc.
6. List the schedule and items found in the Retention and Disposal Schedule.
7. List the record year.
8. List the total number of boxes that your are requesting to destroy;

Items 9 – 15 will be completed once the records have been destroyed.

9. List the date the records were destroyed;
10. Describe the method that was used to dispose of the records: recycle, shred, landfill, incinerate, etc.;
11. Leave the "Date" blank;
12. Leave the "State Archivist" line blank;
13. Add the signature of the clerk of court, chief deputy, manager;
14. List the title of the manager or supervisor; and
15. List the date the form was completed.

1. Mail three (3) copies to the State Records Management Center, P.O. Box 275, 7275 Waterloo Road (Route 175), and Jessup, Maryland 20794.
2. The Records Management Division will forward the Proposal and Certificate of Records Destruction forms to the State Archivist for approval. If the records proposed for destruction are considered by the State Archivist to be of archival value, arrangements will be made for transfer to the Maryland State Archives.
3. If the State Archivist approves the destruction, two signed copies will be returned to the Court. Upon receipt, indicate the date and method of disposal in the proper columns, and have the Destruction Certification signed by a Court Official (to be a person of the rank of Records Manager, Section Supervisor or above). Retain one copy for your file, and forward the second copy to the Records Management Division at the above address. (District Courts must send one (1) copy to the Chief Clerk's Office.)
4. For your information –

One letter-size file drawer = 1.5 Cu. Ft. of Records
One legal-size file drawer = 2.0 Cu. Ft. of Records
One Records Center Box = 1.0 Cu. Ft. of Records